



**Georgia Department of Human Resources
Request For Reimbursement For Payments Of
Hotel/Motel Local & Municipal Excise Tax**

I hereby swear or affirm that on the date(s) referenced below, and at the location(s) referenced below, a copy of the State of Georgia exemption of the local hotel/motel excise tax form was presented to the management of the hotel/motel referenced below, but was not accepted. I hereby swear or affirm that the local excise tax was paid and I am requesting reimbursement for that portion of the hotel/motel bill, along with the other allowed expenses in regard to this particular lodging expense.

Employee Typed or Printed Name	Employee Signature
Hotel/Motel Name	Hotel/Motel Address
Hotel/Motel Telephone #	Date(s) of Occupancy

This document is to be presented along with the travel reimbursement for the above mentioned location(s) and date(s) in accordance with the State of Georgia Travel Regulations Page 4.3 Revised September 01, 2002 regarding the reimbursement of the payment of local and municipal excise tax. If the exemption form was not presented to the management of the above mentioned hotel/motel, for the date(s) as mentioned above, the employee is not allowed reimbursement for the amount of the local and municipal excise tax in accordance with the State of Georgia Travel regulations Page 4.3 Revised September 01, 2002.